

Message Text

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FM SECSTATE WASHDC

TO AMEMBASSY AMMAN PRIORITY

C O N F I D E N T I A L STATE 084243

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM
CONSISTING OF FSO STEVE WORREL AND SECRETARY KARLA
GEBERT WILL SUPPORT SECRETARY'S VISIT TO AMMAN.
THEY WILL ARRIVE ABOUT MAY 3 TO HELP COMPLETE
ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL
TIME WHEN KNOWN.

TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL, SHOULD
MEET S/S TEAM AT AIRPORT, AND SHOULD BE AVAILABLE
THROUGHOUT STAY TO PROVIDE ASSISTANCE. ONE TOP
SECRET CLEARED SECRETARY SHOULD BE AVAILABLE TO S/S
ON ARRIVAL OF ADVANCE TEAM, AND BE AVAILABLE ON
TWENTY-FOUR HOUR BASIS. A FILE OF ALL MESSAGES THE
POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE
AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM.

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2. SCHEDULING; AS ARRANGEMENTS FOR THE VISIT TAKE

SHAPE, THE POST SHOULD PREPARE A DETAILED SCHEDULE FOR THE SECRETARY. THE INITIAL VERSION OF THIS SCHEDULE SHOULD BE SENT BY IMMEDIATE CABLE TO THE DEPARTMENT, SLUGGED QUOTE FOR S/S, UNQUOTE ON OR BEFORE APRIL 26. THIS SCHEDULE SHOULD THEN BE UPDATED BY CABLE AS CHANGES BECOME NECESSARY. (SEE ALSO PARA 9 STATE 82435).

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS.

3. ADMINISTRATIVE AND VEHICLE ARRANGEMENTS WILL BE COVERED IN A SEPARATE CABLE.

4. ATTENTION OF S/S CONTROL OFFICER IS DRAWN TO PARAGRAPH 7D OF ADMINISTRATIVE REQUIREMENTS CABLE REGARDING COURIERS AND THEIR VEHICLES.

5. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR:

(A) AIRPORT TO HOTEL;

(B) AIRPORT TO RESIDENCE;

(C) AIRPORT TO EMBASSY;

(D) HOTEL TO RESIDENCE;

(E) HOTEL TO EMBASSY;

(F) HOTEL TO FOREIGN MINISTRY;

(G) RESIDENCE TO EMBASSY;

(H) RESIDENCE TO FOREIGN MINISTRY;
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(I) EMBASSY TO FOREIGN MINISTRY;

(JL DRIVING TIMES TO OTHER KNOWN DESTINATIONS, SUCH AS HOTEL OR EMBASSY OR RESIDENCE TO SPECIFIC LOCATION OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

6. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S, LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE CONFIDENTIAL

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BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO

S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF ONE DAILY SPECIAL SUMMARY FOR THE SECRETARY WILL BE SENT SEPTEL.

7. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING):

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. SECRETARIAT OFFICERS SHOULD NOT HAVE TO EDIT PACKAGES FURTHER BEFORE SUBMITTING THEM TO THE SECRETARY AND OTHER READERS. OFFICER ASSIGNED TO SUPERVISE PULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AG
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